**Job Description**

**Title:** **C-Store Manager**

**Reports to:** Food Service Supervisor

**General Summary:** Coordinates and manages the food service program within the C-Store at an individual school.

**Essential Functions:**

1. Supports the main kitchen, included but not limited to covering absences for production and serving duties
2. Serves as a working lead supervisor coordinating activities of kitchen helpers engaged in food operations in the C Store
3. Supports the management team in the main kitchen
4. Assists in ensuring a safe working environment throughout the facility for all employees, using HACCP, temperature (Freezer, refrigerator, line box) logs, prepare service requests and work orders in a timely manner, with the assistance of the High School Production Manager if necessary.
5. Assists in monitoring employee productivity and provides suggestions for increased service or productivity.
6. Notify High School Production Manager or Food Service Supervisor of missed punches and time off requests for employee time clock.
7. Assists in the supervision of day-to-day activities of kitchen staff and assigns responsibility for specific work or functional activities in C Store
8. Orients and trains employees, coordinates with High School Production Manager for additional training
9. Performs day to day assignments in addition to lead duties such as phone calls, cash handling, and bank runs for change. Facilitates and handles all cash handling procedures and processes for the c-store and main kitchen deposits.
10. Coordinates ordering activities with High School Production Manager
11. End of day reports, inventory control (C-Store)
12. Performs all duties of High School Production Manager in their absence.
13. Works with students/parents/faculty to ensure satisfaction in such areas as quality, service, and problem resolution, refer to High School Production Manager if necessary

**Qualifications:**

1. Education Level: High school diploma or equivalent

2. Certification or Licensure: ServSafe Certification within 90 days of employment. Douglas County Food Handling Sanitation courses recommended.

3. Experience Desired: \* Prior food service experience required

~~\*~~

\* Special food service training recommended

4. Other Requirements: \* Strong organizational skills

\* Ability to prepare and maintain necessary records

\* Ability to instruct, train, supervise, evaluate, and discipline employees.

\* Ability to extend a recipe and accurately determine food requirements.

\* Ability to interact with children effectively.

\* Ability to communicate effectively with staff and students.

\* Ability to establish and maintain cooperative working relationships with staff and others.

**Special Requirements:**

Occasional Frequent Constant

0 - 32% 33 - 66% 67% +

1. Standing x

2. Walking x

3 Sitting x

4. Lifting \_\_40+\_\_\_ lb max. x

5. Carrying \_\_10+\_\_\_ feet x

6. Pushing / Pulling x

7. Climbing / Balancing x

8. Stooping / Kneeling / Crouching / Crawling x

9. Reaching / Handling x

10. Speaking / Hearing x

11. Seeing / depth perception / color x

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

**FOR IMMEDIATE CONSIDERATION**, please complete our application from the MPS website. Highly qualified applicants providing at least two references (one supervisory reference) will receive priority consideration. All applicants will receive notifications by email, but only the most qualified will be called for interviews. Please check your email for status updates.